



November 28, 1980

NUMBER 5160049

ASD(C)

Department of Defense Directive

SUBJECT : Defense Automatic Data Processing (ADP) Training and Civilian Career Development Coordination Program

References : (a) DoD Directive 5160.49, "Department of Defense Computer Institute (DODCI)," February 12, 1976 (hereby canceled)
(b) DoD Directive 5100.40, "Responsibility for the Administration of the DoD Automatic Data Processing Program," August 19, 1975
(c) DoD Directive 5025.1, "DoD Directives System," October 16, 1980
(d) through (f), see enclosure 1

A. PURPOSE

This Directive reissues reference (a) and supplements reference (b) to define the mission of the Department of Defense Computer Institute (DODCI), and provide for its supervision, operation, and administration; to establish the DoD Interservice ADP Training Coordination (IATC) Group; and to authorize publication of DoD 5160.49-C, DoD ADP Training Catalog, in compliance with reference (c).

B. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, and the Defense Agencies (hereafter referred to as "DoD Components").

C. OBJECTIVES

The mission of the Defense ADP Training and Coordination Program shall be to:

1. Provide an effective management training program for DoD senior and intermediate-level executives who oversee the planning, development, and operation of automated information systems (AIS) or who use ADP resources in support of their overall management responsibilities .

2. Educate and train AIS project managers and other individuals who have direct responsibility for the management of an AIS, as required by DoD Directive 7920.1 (reference (d)).

3. Provide specialized courses in various aspects of information technology in response to DoD needs.

4. Coordinate and support the civilian career development program for DoD ADP personnel.

D. RESPONSIBILITIES AND FUNCTIONS

1. The Assistant Secretary of Defense (Comptroller) (ASD(C)), in accordance with DoD Directive 5100.40 (reference (b)), shall promote the interchange of ADP concepts, programs, and management procedures, and:

a. Establish policies and provide guidance for the operation and administration of the DoD ADP training and coordination program.

b. Provide policies and guidance for the overall direction of the DODCI, and review annually and approve DODCI plans and curricula.

c. Establish and direct the operations of the DoD IATC Group, to be collocated in the DODCI environs. This group shall:

(1) Support the implementation of the DoD-wide Civilian Career Program for ADP personnel.

(2) Advise all DoD Components on ADP training on a continuing basis .

(3) Provide staff support to the ASD(C) in the execution of responsibilities for ADP training and career development.

(4) Collect training course data, and publish and update DoD 5160.49-C without further coordination.

d. Administer officer and enlisted personnel efficiency reports for members of the IATC Group.

e. Provide for printing and travel costs of the IATC Group.

2. The Secretary of the Navy shall:

a. Appoint the Director of DODCI and provide and maintain facilities essential to the effective operation of the DODCI and its overall program, in accordance with the policies and overall guidance provided by the ASD(C).

b. Provide facilities support to the IATC Group.

c. Incorporate and implement into the operation of the DODCI appropriate policy and program guidance provided by the ASD(C).

d. Operate the DODCI in such a manner as to foster the success of its mission.

e. Provide resident, special, and on-site courses, seminars, and management advisory services within available resources.

f. Assemble and maintain for the use of all DoD Components a current record of the DODCI educational and training program; the DoD Component requirements for DODCI training; and the DODCI course quotas assigned to all DoD Components.

g. Develop admission policies, educational practices and standards, and curricula, and effect management control related to the efficient functioning of the DODCI in coordination with the DoD Components, and other federal departments, agencies, and institutions.

h. Ensure that all instructional materials for civilian and military students are current and provided in a timely manner.

i. Conduct research and special studies aimed at strengthening the DODCI curricula.

j. Support the training requirements associated with the implementation of AIS life cycle management, as prescribed in DoD Directive 7920.1 (reference (d)).

k. Provide for education, training, and other appropriate services in the development, management, and operation of secure ADP systems under DoD Directive 5200.28 (reference (e)).

l. Support the implementation of personal privacy programs, as set forth in DoD Directive 5400.11 (reference (f)), through education, training, and other appropriate services incorporated into the DODCI program.

m. Develop a 5-year plan describing the long-range objectives and goals of the DODCI for submission to the ASD(C).

n. Apprise the ASD(C) on the operation of the DODCI periodically and make appropriate recommendations.

o. Provide AIS training for executive personnel of other government departments and agencies on a space-available and cost-reimbursable basis.

p. Provide for programing, budgeting, and financing the expenses of DODCI, except funding as described in paragraphs D.1.e. , D.3.b. , and D.4.b. herein.

3. The Secretaries of the Military Departments shall:

a. Assign commissioned officers and enlisted personnel, augmented, when necessary, by qualified civilian personnel, to the staff and faculty of DODCI and to the IATC Group.

b. Provide for the pay, allowances, subsistence, and permanent change of station travel costs of military personnel assigned to the staff and faculty of DODCI and to the IATC Group.

4. The Head of each DoD Component shall:

a. Furnish training requirements to the DODCI to provide for the orderly and systematic input of students into the DODCI curricula and to enhance and maintain the professional ADP skills of personnel in the Department of Defense.

b. Provide for the pay, allowances, and travel costs (not integral to courses of instruction) of military and civilian personnel assigned as students at the DODCI.

c. Furnish necessary training courses data to the IATC Group for preparation of DoD 5160.49-C.

E. AUTHORITY

1. The Secretary of the Navy, or his designee, is authorized to:

a. Contract with other government departments and agencies, private institutions, or individuals to assist the DODCI in executing its mission.

b. Communicate directly with all elements of the Department of Defense, other government departments and agencies, and appropriate private institutions.

2. The Director, DODCI, is authorized to prescribe necessary administrative and managerial procedures.

3. The transfer of personnel authorizations and other resource requirements to the Department of Navy from other DoD Components shall be accomplished in accordance with procedures established by each of the Military Departments.

F. INFORMATION REQUIREMENTS

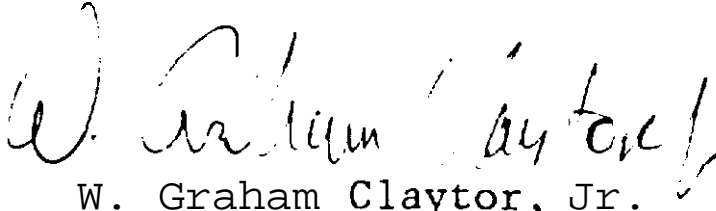
1. The reporting requirements in paragraphs D.2.m. and D.2.n. are assigned Report Control Symbol DD COMP(A)1401.

2. The reporting requirement in paragraph D.4.c. is assigned Report Control Symbol DD COMP(A)1433.

Nov 28, 80
5160.49

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward three copies of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.



W. Graham Claytor, Jr.
Deputy Secretary of Defense

Enclosures - 1
References

REFERENCES, continued

- (d) DoD Directive 7920.1, "Life Cycle Management of Automated Information Systems (AIS)," October 17, 1978
- (e) DoD Directive 5200.28, "Security Requirements for Automatic Data Processing (ADP) Systems," December 18, 1972
- (f) DoD Directive 5400.11, "Personal Privacy and Rights of Individuals Regarding their Personal Records," August 4, 1975